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**Subject:** Monthly drug lab meetings  
**Location:** state lab - boston room 133

**Start:** Fri 5/6/2011 11:00 AM  
**End:** Fri 5/6/2011 12:00 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Nassif, Julianne (DPH)  
**Required Attendees:** Nassif, Julianne (DPH); Drug lab -boston; Drug lab -amherst; Rosas, Giovanni (DPH)  
**Optional Attendees:** Saunders, Della (DPH); Hanchett, James (DPH); Renczkowski, Daniel (DPH); Piro, Peter (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Pontes, Rebecca (DPH); Sprague, Shirley (DPH)

I am scheduling monthly drug lab meetings. We are making good strides towards reduction of the backlog, will soon be moving to a single chemist taking a sample/case from start to finish, so we need to outline the next steps for preparation for accreditation. I know that not everyone will be able to come to all but we will do the best we can around court schedules. Giovanni will take minutes to keep us on track and inform those who are unable to attend.

Jim - you are always invited, please come when it works for your schedule. I know it's not feasible to clear out the entire Amherst Lab so I will plan on an Amherst meeting quarterly.

Tentative Agenda

- design for each of the "renovated" lab spaces in Boston (please bring your consensus ideas to the meeting)
- equipment
- proficiency testing
- SOPs
- documentation of training
- ???

Future meeting dates all at 11 AM 6/17, 7/18, 8/15, 9/16, 10/31